

**UCONN HEALTH CENTER
JOB OPPORTUNITY
MEDICAL RECORDS SPECIALIST 1
CORRECTIONAL MANAGED HEALTH CARE – YORK CI**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: THIS POSITION REQUIRES THAT A CANDIDATE TO BE CURRENTLY ON THE CONNECTICUT STATE EXAM LIST FOR MEDICAL RECORDS SPECIALIST 1 OR TO BE CURRENTLY EMPLOYED AT A STATE OF CONNECTICUT AGENCY AS A MEDICAL RECORDS SPECIALIST 1.

Location: Niantic CT (York CI)

Job Posting No: 2016-368

Hours: Monday - Friday; 8:00 am – 4:30 pm (30 minute unpaid meal break)

Salary: Full Time Equivalent Salary: \$42,684

Closing Date: Open Until Filled

In the Correctional Managed Health Care Program this class is accountable for independently performing a full range of tasks associated with maintaining medical records and medical records coding activities.

Knowledge, Skills and Abilities: Knowledge of basic medical terminology and human anatomy; knowledge of medical coding principles and techniques with particular emphasis on International Classification of Disease Adopted procedures; knowledge of principles of statistical data tabulation; knowledge of office systems and procedures; oral and written communication skills; basic interpersonal skills.

General Experience: Four (4) years of experience in the maintenance of medical records and preparation of statistical reports.

Substitutions Allowed: College training in medical record administration may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Note: Certification as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) is desirable, however is not required for appointment to this class.

Special Requirement: Applicants for this position must be a current Medical Records Specialist 1 employee of the State of Connecticut, or have taken and passed the State of CT Medical Records Specialist 1 exam. Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

Examples of Duties: Assists in maintaining a file of medical records such as daily admissions and discharges, daily census, case histories, results of diagnostic tests, signed releases of information, medical summaries and abstracts; inspects reports and records for omissions and errors; codes and files a full range of diagnoses according to anatomical systems and in conformance with accepted international classification systems (i.e. ICD, WHO, DSM3, DRG, etc.); prepares statistical reports on such matters as classification of disease, laboratory, dental, X-ray and physiotherapy activities; prepares death certificates, burial permits and other related records; prepares reports to state and federal agencies as required; may attend probate court hearings and give testimony; performs related duties as required.

Working Conditions: Incumbents in this class may be required to lift/restrain inmates and may be exposed to disagreeable conditions, communicable/infectious diseases and risk of injury from assaultive/abusive inmates; will be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should apply at website: [UConn Health](http://UConnHealth.com) and reference 2016-368. Cover letter, resume and references may be uploaded at the time you apply on line.

**UNCONN HEALTH
16 MUNSON RD
FARMINGTON CT 06034-4035**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.